Shipment of chemicals and / or samples to MUCAT

Summary Guidelines

1. **Compliance.** Transportation of materials within the United States is governed by 49 CFR, and enforced by the U.S. Department of Transportation (USDOT). Transportation on site at Argonne National Laboratory (ANL) is governed by DOE Orders 460.1 and 460.2. The International Air Transport Association governs transport by air across international boundaries. Most researchers are unaware of the tables and definitions given in 49 CFR parts 171-173 that define the transportation regulations for their samples and chemicals. Universities and their employees are ***not*** exempt from these laws.

2. **Communication.** Shipments to MUCAT, especially samples or reagent chemicals, require the prior approval of the MUCAT Safety Coordinator (currently, Doug Robinson). Communication may be by mail, facsimile transmission, or by electronic mail. No verbal authorizations will be given. Shipments arriving without this prior approval may be refused and returned to the sender.

3. **Information: Accuracy and Completeness.** When you request approval to ship samples or chemicals to MUCAT, you must give a proper (IUPAC preferred) name and the full chemical and / or structural formula of each material. You must state the total quantity of each material. You must provide an English language copy of the Material Safety Data Sheets (MSDS) from the original vendor for each commercially available material you propose to ship. (You may reference a vendor's MSDS web page, if available.)

   If the material is not commercially available, but has been synthesized specifically as a sample for analysis, you must provide a copy of a hazard statement from the person responsible for the synthesis of the material. That statement may reference homologous materials for which MSDS's are available. The hazard statement must contain a name and contact data should additional information or clarification be necessary. The hazard statement must specifically address toxicity, flammability, carcinogenicity, reactivity, stability, incompatibility (acid / base / oxidizer), radioactivity (including neutron activation if previously exposed to a neutron beam), and any other known hazards.

   State clearly any unusual storage requirements for each material, such as refrigeration. Specify the name and address of the person to whom the material should be returned at the end of your experiment or series of experiments, and the requested storage interval. Storage of chemicals or samples beyond the duration of your experiment requires separate justification and approval on a case-by-case basis. ***MUCAT cannot become an archival repository for user samples, nor a disposal service.***

4. **Timeliness.** Submit the request for shipping approval at least seven calendar days before you plan to ship the material. Prompt approval of your proposed shipment depends on the accuracy and completeness of your description of hazards.

5. **Recommendation.** Use the services of the shipping department of your home institution. Properly trained personnel ensure that USDOT regulations are followed and that your shipment is not delayed. They should be able to decide whether or not your material qualifies for the so-called "Small Quantity Exception", which provides for simplified procedures if your material falls into a specific set of hazard classes, is sufficiently small, and is packaged and labeled in the prescribed manner. See TUD-23 at the following URL for further information: http://www.aps.anl.gov/xfd/tech/TB14www/TUDbaseframe.html

6. **Shipping after Approval—Hazardous Materials.** After receiving approval to ship your hazardous material, have your shipping department use the following address:

   (Recipient's Name)
   c/o Building 46, Hazardous Materials Receiving
   APS/ANL
   Sector No. 6
   Argonne National Laboratory
   9700 South Cass Avenue
   Argonne, IL 60439

7. **Nonhazardous Materials.** You will be given a different shipping address for nonhazardous materials.